



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER SCHOOL SWIMMING INSTRUCTOR

#### Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of academic courses, as well as English Language and Science courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high-quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

#### Course dates

**Session 1: Tuesday 25<sup>th</sup> June – Tuesday 16<sup>th</sup> July 2024**  
**Session 2: Wednesday 17<sup>th</sup> July – Tuesday 6<sup>th</sup> August 2024**

***Please note: The above dates include induction training days. Enrichment Activity instructors will be required to attend one allocated induction day.***

#### Purpose of the role

The postholder will plan and deliver fun and engaging swimming pool activity classes, teaching in an engaging and motivational way to enable students to improve their skills and knowledge in their chosen enrichment activity. They will report directly to the Assistant Director (Operations & Activities) during the Summer School.

#### Qualifications/experience

An SEQ Level 2 Teaching Swimming qualification or equivalent. Previous experience of teaching/instructing children and a valid first aid certificate is essential.

#### **Other desirable requirements:**

A full British driving licence with D1 category along with a willingness to drive a minibus.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

#### Main responsibilities/duties include:

- thorough planning and delivery of swimming sessions and organisation of equipment;

- ensuring students are well informed and instructed over the use of equipment;
- teaching 8 x 1.5 hour of swimming sessions in the College pool on the Enrichment Activity programme, which is to be attended by a qualified lifeguard at all times;
- ensuring that an appropriate risk assessment is in place and has been read and understood for each activity;
- taking registration at the start of each lesson;
- informing the Assistant Director (Pastoral) & Designated Safeguarding Lead (DSL) immediately of any student absences from registration or later classes through the relevant safeguarding channels;
- managing student behaviour and promoting good conduct both in and outside of the activity session;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Assistant Director (Pastoral) and Pastoral team of any concerns;
- attending and participating in scheduled staff meetings as instructed by the Assistant Director (Operations & Activities) and Director of Summer School

Further details and guidance on the responsibilities of the role will be provided during induction.

#### **Personal attributes/skills**

- Reliable and flexible
- Adaptable
- Energetic and enthusiastic
- Ability to work under pressure
- A team-player
- Tolerant
- Excellent communication and feedback skills
- Good organisational skills
- Good Leadership skills
- Good understanding and awareness of safety during swimming sessions

#### **Hours of work**

Teaching 8 x 1.5 hours of swimming sessions on the Enrichment Activity programme between 15:00 – 17:00 over four days a week during a summer school session.

#### **Remuneration**

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

#### **Holiday entitlement and pay**

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It

is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity with the Summer School Director. Pay may be reduced accordingly.

<b>Special conditions</b>
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***All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.***

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.